

# A Guide to Suspending, Withdrawing, Changing or Repeating your course 2024-25



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## Student Funding Team

Student Hub, The Spark

Tel:

023 8201 5200

Email:

[student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk)

Drop-in opening times:

10am – 4.00pm Monday to Thursday

10am – 3.30pm Friday

## IMPORTANT – SEEK ADVICE

**Contact Student Funding team for advice on your circumstances**, as interrupting your studies has an impact on your tuition fee liability to the University, your current year Student Finance entitlement and future Student Finance entitlement.

### What does it mean to withdraw?

**WITHDRAWING (leaving) from your course** – means **all** the following:

- You have permanently ceased your studies at Solent University.
- You have left higher education (HE) and are no longer eligible for student funding.
- You become liable to repay your student loans and pay council tax.
- You can work or claim state benefits.
- If you return to university later, you will be assessed under any new funding regulations and your funding entitlement may be reduced.
- If you are an EU student who wishes to leave and later return to a new course 2021 onwards you will no longer be eligible for any UK funding. More information can be found on [our webpages](#)

### What does it mean to suspend?

**SUSPENDING** – means **all** the following:

- Regarded as a temporary break in study, with the intention being to return to study the following academic year.
- You have **not** left university and are still classed as a student.
- You cannot claim benefits **unless you are a lone parent or claim a disability benefit**
- If you are full time you continue to be exempt from paying council tax.
- If you are an EU student who suspends and later returns to the same course after 2021, you may continue to be eligible for UK funding for that course provided you have settled or pre-settled status.

## IMPORTANT

- **Withdrawing or suspending have funding implications for your tuition fees and maintenance loan.**
- **You must always inform the university, using Gateway Portal, of your wish to suspend or withdraw from your course. Failure to do so will mean you remain liable for your full fees. See the tuition fee section below for percentages.**

Don't delay in contacting a [Student Funding Adviser](#) to discuss your individual circumstances.

## Other things to do

- Seek guidance from your **Course Leader, tutor, or speak to the Student Hub** about this in the first instance.
- Final decision made – you **MUST** inform the University via Gateway (see above).
- Sort your accommodation asap. If you are in university halls speak to the Accommodation Team. In rented housing – contact your landlord / letting agent. **You may still be liable for accommodation costs.**

**Need help with these 3 points? Contact Student Hub in the Student Village based in The Spark.**

## What happens to my student finance when I suspend?

If you suspend from your studies early, due to reasons beyond your control, make sure your online suspension form states the reason as **Health**. This will trigger Student Finance England (SFE) to automatically extend your maintenance loan for up to 60 calendar days after the date of suspension. Any payments received **after** the 60 days will have to be repaid - unless you are successful in applying to SFE for a **discretionary payment**. This also leaves the door open to apply for Compelling Personal Reasons (CPR) in the future.

See our leaflet [A Guide to for Discretionary Funding](#)

**If you are not funded by SFE?** Check out the website of your funding body. Details are at the end of this leaflet.

## Overpayments of maintenance loan due to suspending/withdrawing

If you continue to receive any funding payments after your suspension date you could have an overpayment and will have to repay the money to the Student Loans Company. Students will receive a letter to say they have been overpaid and can repay immediately if they wish to do so.

The Student Loans Company (SLC) may add any new overpayments to your overall student debt if you have finished university or they may deduct it from your next year's funding if you are continuing.

Don't delay in dealing with any overpayments and if you are worried get advice from a Student Funding Adviser at the university as soon as possible. You should also contact the Student Loans Company to discuss any overpayments.

## Suspending due to personal/medical issues?

Student Finance can use discretion to extend your funding entitlement should you have **compelling personal reasons** (CPR) for repeating a period of study. This discretion can be applied for each occasion you are unable to complete a year due to CPR.

For more information on this see our leaflet [A Guide to for Compelling Personal Reasons](#)

## Do I still have to pay my tuition fees?

The fee liability for a student is determined by the term in which the student withdraws/suspends:

Percentage of Annual Programme Fee Charged	
First Year ONLY within 14 days of start of course	0%
Term one – 23/9/24 - 13/12/24	25%
Term two – 2/1/25 - 4/4/25	50%
Term three – 22/4/24 – end of term	100%

These percentages are dependent upon written notification, via Gateway, of withdrawal / suspension being received by the University **prior** to the commencement of the following term.

Full details of the tuition fees are on the Solent website [here](#)

Tuition fees charged at the time of suspension, are calculated in line with the withdrawal charges.

**Note:** If you attend a course lasting less than one academic year, payment must be paid in full prior to registration on the course. You remain liable for the full fee regardless of the date of withdrawal.

Returning onto the same course will result in tuition fees being calculated on a pro-rata basis.

Returning to an alternative course **subject to approval** would result in the total tuition fee being charged for that year of study.

## IMPORTANT

If you transfer/change course to a **different** university **within the same academic year**, a percentage of your tuition fee loan could stay with your original university to pay for the term(s) you started in. The remaining loan will be remitted to the institution you are transferring to.

If you transfer to another university and fees are paid by another method other than a tuition fee loan from the Student Loans Company (SLC), Solent University will treat this as a withdrawal, and any fees owing will be calculated in accordance with the withdrawals and suspensions policy, full details are available on this web [page](#)

## Previous study

If you have previously started a course in Higher Education **including overseas** whether funded or not, and you did **not** finish the course/or gain your qualification, this **could** be considered and will reduce your funding entitlement for a new course. However, you could still be eligible for **some** funding.

If you already have a degree qualification from a UK or overseas Institution, you are **unlikely** to get any funding for your new degree course. Please always check with a Student Funding Adviser **before** you start another course in Higher Education.

## What funding can I get if I change or repeat my course?

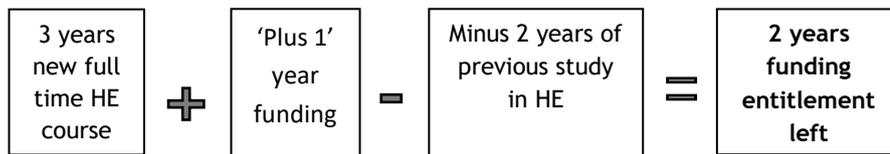
Funding is usually available to cover the length of your current course 'plus' one year. For example, if you do a three-year degree course you can have up to four years funding entitlement (3 +1).

If you are on a foundation year of a degree and it is directly linked, then this becomes five years (4+1) as the foundation year is included in the calculation.

If you need to repeat a year, **either first, second or final** of a course or have repeat units you **may** receive funding for that **extra year** of study the **plus one**. You can only use this plus one **once** during your studies unless you have a case for CPR\*.

Student Finance will check any previous study against your current funding entitlement (see above).

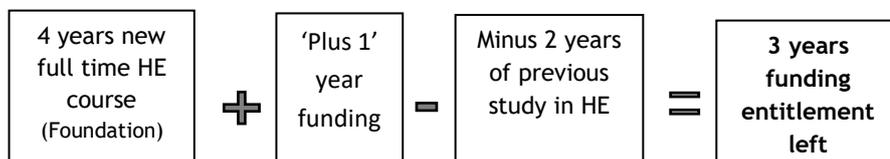
Therefore, if you return to university to do a new **three-year** course and have already done **two** years previously at university.....anywhere in the world, you will only get:



The 2 years entitlement would only be for your 2<sup>nd</sup> and 3<sup>rd</sup> year of the course. So, in **Year 1** of your new course **you** would have to pay your own tuition fees **no fee loan** but you would still be entitled to:

- ✓ A maintenance loan (including the income-assessed element)
- ✓ Supplementary grants i.e., if you have dependents.

**If the example above included a Foundation Year, it would look like this:**



You would have 3 years entitlement left which would fund the tuition fees for your new 3-year course.

## Full-time study on a part-time basis

If you are studying a year of your course split over two years e.g. your final year, usually due to personal/medical reasons, you are still eligible for funding as a **full-time student** provided you haven't used up all your funding entitlement. If you had to ever repeat or suspend etc. due to personal reasons you could have a case for CPR.

You should be assessed as a full-time student by Student Finance but studying on a **part time** basis. **You should not be assessed as a part time student.** You **must** be studying for at least ten weeks to still receive your student funding.

## Academic Progression

You must always seek advice if you have any issues with your academic progression. This is essential if you have repeat units. For information and advice on your academic position please go to the Student Hub, in The Spark or email [Student Hub](#)

**Always get advice **before** you make any decision that could affect your future funding / study.**

### Other Leaflets that may be applicable to you are:

- Compelling Personal Reasons (CPR)
- Discretionary Funding

## Useful contact details

- **The Student Funding Team**

Tel: 023 82 01 5200

Email: [student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk)

Visit: The Student Hub, The Spark

- **The Income Team**

Tel: 023 8201 3970

Email: [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk)

- **The Student Hub**

Tel: 023 8201 5200

Email: [student.hub@solent.ac.uk](mailto:student.hub@solent.ac.uk)

For suspension/withdrawal forms/academic advice

- **Solent Futures** – to help with career options

Tel: 023 8201 3883

Email: [solent.futures@solent.ac.uk](mailto:solent.futures@solent.ac.uk) or [Careers@solent.ac.uk](mailto:Careers@solent.ac.uk)

- **The Accommodation Office** (if in halls)

Tel: 023 8201 5040

Email: [accommodation@solent.ac.uk](mailto:accommodation@solent.ac.uk)

## **Student Funding bodies:**

- **Student Finance England (SFE)**

Tel: **0300 100 0607**

[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

- **Scotland (SAAS)**

[www.saas.gov.uk/](http://www.saas.gov.uk/)

**Tel: 0300 555 0505**

- **Student Finance Wales (SFW)**

Tel: **0300 200 4050**

[www.studentfinancewales.co.uk/](http://www.studentfinancewales.co.uk/)

### **Student Finance N. Ireland (SFNI)**

Tel: **0300 100 0077**

[www.studentfinancenir.co.uk/](http://www.studentfinancenir.co.uk/)

Please note that the information in this guide is intended for Students applying for finance through the Student Finance England system, if you have applied for funding through the Welsh, Irish, Scottish or EU systems the regulations may differ. We have made every effort to ensure that the information contained in this leaflet is accurate. However, we cannot be held responsible for any omissions or errors.

